**Programme Coordinator- Udayan Ghar**

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| **Location:** | **XXX** |
| **Reports to:** | **Sr. Manager- Alternative Care** |
| **No. of posts:** | **1** |
| **Closing Date:** | **XXX** |

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| **Section 1 | About Udayan Care** |
| Udayan Care, an ISO 9000 certified organization, has been working for the quality care of disadvantaged children and women and youth for over 25 years, with the endeavor of providing sustainable rehabilitation. The mission of “A nurturing home for every orphaned child; an opportunity for higher education for every girl and for every adult; the dignity of self-reliance and the desire to give back to society.” is what drives its 140 employees and close to 800 volunteers to action.  Based on the belief that a loving home and family is the right of every child, Udayan Ghars are long term residential homes that nurture children who are orphaned or abandoned in a family environment. Beyond 18, they get aftercare support and are educated and trained further, till job ready and independent.  Udayan Care has been accredited by Give India, Guide star and Credibility Alliance, for its transparent and credible performance. In 2015, the Honorable President of India awarded Udayan Care the **National Award for Child Welfare 2014**—India’s highest commendation for a non-profit child welfare organization constituted by the Government of India.  Please visit: [www.udayancare.org](http://www.udayancare.org) |

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| **Section 2 | Purpose of the Role** |
| To act as the Home in-charge cum Child Welfare Officer in Udayan Ghar for girls/ boys (XXXX) and take additional charge of overall management of health interventions in the Udayan Ghar programme. |

| **Section 3 | Key Responsibilities** | |
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| **Role as a Programme Coordinator** | |
| **Overall**   1. To perform the duties of Person in-charge and Child Welfare Officer as stated in Juvenile Justice Act 2015 and Rules 2016. 2. Obtain case history, assess immediate needs and prepare the child & home for admission. 3. Complete full assessment; develop the care plan, monitor, review and record progress. 4. Look for alternative care options for children placed in the Home and follow-up. 5. Maintain case file, write reports for child welfare committee, courts and the organization 6. Visit child welfare committees/ govt. offices/ police stations as and when required 7. Maintain registers and records for the running of the home. 8. Liaise with schools, health agencies and accompany children wherever necessary. 9. Provide education, extra-curricular and vocational training support to the children in the home. 10. Identify volunteering needs in consultation with the care giving team and liaise with the volunteer coordinator 11. Develop and run life skills, educational and therapeutic group work programmes along with the counsellors. 12. Organise and accompany children for outings/ excursions, camps, sports activities & external visits 13. Coordinate for events/ celebrations to be organized at the Home like birthdays, festivals and any other | |
| **Liaising with donors, funders & sponsors**   1. Write funding proposals for specific programmes and needs identified for children’s development 2. Provide regular reports to Legal Compliance and Documentation team as required by government bodies, donors, sponsors and funders 3. Maintain a healthy relationship with mentors (long term volunteers parenting children), visitors, sponsors etc. 4. Extend help in financial management (donation, in-kind) and asset management of the home | |
| **Support and capacity building**   1. Supervise volunteers on placement and provide regular reports/updates/feedback to the volunteer [coordinator](http://www.devnetjobsindia.org/JobDescription.aspx?Job_Id=69444) 2. Develop and run appropriate workshops for caregivers to increase competency in their caregiving role and supervise and support them | |
| **Miscellaneous**   1. Attend and document team meetings and supervision meetings in the Home & HO. 2. Network with other [NGOs](http://www.devnetjobsindia.org/JobDescription.aspx?Job_Id=69444) and attend and document training events and workshops. 3. Collaborate with inter & intra departmental collaterals; thereby meeting the larger goal of the organization. 4. Ensure professional knowledge is continuously updated. 5. Any other task assigned by Sr. Manager- Alternative Care and Mentors at the home, related to children and the home’s smooth functioning. | |
| **Section 4 | Skills & Knowledge** |
| **Skills**  •Ability to engage with and communicate with children  •Ability to advocate for children  •Ability to plan and prioritize workload effectively  •Written and oral communication skills  •Assessment and analytical skills  •Networking Skills, Problem solving skills  •Literacy in computers – word, power point, excel, electronic communication  •Ability to think and act on own initiative |
| **Knowledge**  • Awareness of key requirements of Juvenile Justice (care & protection of children) Act, 2015, JJ Rule 2016, ICPS and other important children related legislations and schemes.  •Awareness of theories of child [development](http://www.devnetjobsindia.org/JobDescription.aspx?Job_Id=69444) & impact of trauma on normal [development](http://www.devnetjobsindia.org/JobDescription.aspx?Job_Id=69444) • Understanding of living in group care |
| **Section 5 | Experience and Qualifications** |
| **Experience**  Around 1-3 years of work experience preferably in NGO sector.  Can be residential or non-residential  **Educational Qualifications**  Masters in Social Work / Sociology / Psychology/ Education |

**How to Apply:** Send to your updated c.v [hrd@udayancare.org](mailto:hrd@udayancare.org) [ugzone1@udayancare.org](mailto:ugzone1@udayancare.org) [ugdocs@udayancare.org](mailto:ugdocs@udayancare.org). Do mention the post you are applying for in the subject line.